

Code: 9868  
Exempt Classification

**CLASS TITLE: First Deputy Budget Director**

**CHARACTERISTICS OF THE CLASS:** Under general direction, the class functions as second in charge within the Office of Budget and Management (OBM), assisting the Budget Director in the overall management and direction of OBM's operations; and performs related duties as required.

**ESSENTIAL DUTIES:** Directs managerial staff and provides leadership in the preparation, execution and management of the city's annual operating and capital budgets; directs the development and implementation of budgetary policies and procedures for the effective administration of the city's budget; coordinates programs designed to evaluate the efficiency and effectiveness of city operations; leads initiatives to implement management changes and city-wide measures to control and reduce the city's operating costs; reviews and approves recommendations for the allocation of funding based on spending caps, priorities and departmental initiatives; communicates the city's budgetary and fiscal goals to managers, operating departments and government officials; directs the conduct of research, evaluates findings and makes recommendations to improve the cost effectiveness of city services; plans and directs the preparation of revenue estimates and budget recommendations for inclusion in the Annual Appropriation Ordinance; directs the compilation of comprehensive budgetary and fiscal reports for the city; directs and coordinates staff training and development activities; represents the Budget Director at meetings with city officials, governmental agencies and operating departments.

**RELATED DUTIES:** Plans and directs administrative support functions including budget and personnel administration, procurement services and information technology; oversees the development of contract specifications, coordination of the selection process and the monitoring of consultants engaged in providing contracted services.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Graduation from an accredited college or university with a Master's degree in Business Administration, Public Administration, or a directly related field, supplemented by five years of progressively responsible managerial, budgetary or program evaluation experience, or an equivalent combination of training and experience.

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**CLASS TITLE: First Deputy Budget Director (Cont'd)**

Knowledge, Abilities and Skill. Comprehensive technical knowledge pertaining to municipal budget development and management. Comprehensive knowledge of fiscal policy development. Comprehensive knowledge of management principles and practices. Comprehensive knowledge of supervisory and management theories and practices.

Ability to direct department wide operations. Ability to establish city wide goals, objectives, policies and procedures relative to budget and operations management. Ability to direct special budget studies and coordinate the preparation of comprehensive fiscal reports. Ability to work with government officials.

Comprehensive budgeting and fiscal management skills. Comprehensive analytical skills. Comprehensive supervisory and management skills. Excellent oral and written communication skills.

Working Conditions. General office environment.

Equipment. General office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

April, 2005  
City of Chicago  
Department of Personnel